

POST BY-LAWS CHANGES

WRITTEN APRIL 19, 2007

“CHANGING BY-LAWS”

After determining what you want to change, you need to write them up as follows:

SEE ATTACHMENT: BL change (Sample)

1. **“NAME ARTICLE”**

2. **“NOW READS”**

Write section as it reads in your current By-laws.

3. **“ADD/DELETE”**

Write just the change itself.

4. **“TO READ”**

Write how it will read if passed.

Read on the floor of your post regular meeting exactly how you write it, as in the example.

Have First Reading on the floor at a Regular Post Meeting under New Business.

Next notify the Post General Membership. The best way is to put the next meeting date and time when you will have your second reading and vote in your post newsletter. Make the second reading in the next month. You will also need to put in the newsletter the changes that you read on the floor for the first reading.

At a Regular Meeting the following month, under Unfinished Business, have the Second Reading and vote. The vote is normally a majority vote of those present and voting. After reading the changes as written on your “BL change” sheet, make a Motion to accept the changes as read.

If the Motion passes do the following:

1. Fill out the “BLCERT” form. SEE ATTACHED FORM.

2. Make two copies of the BLCERT form, the “BL change” sheets, and the new By-laws with changes inserted.

3. Send two copies of #2 to your Area Constitution & By-laws Commissioner.

4. The Area Commissioner will make sure that your by-laws are acceptable.

A. If they are ACCEPTABLE the commissioner will send one copy back to you with his form showing that your By-laws have been approved. The commissioner will send the second copy to Department Headquarters with a copy of his approval form.

B. If they ARE NOT ACCEPTABLE the commissioner will send them back to you with the reason why they are not acceptable.

If the By-laws aren't acceptable you have to make the corrections and resend to the Commissioner.

IF YOU HAVE ANY QUESTIONS PLEASE E-MAIL/TELEPHONE DEPARTMENT HEADQUARTERS OR YOUR AREA CONSTITUTION AND BY-LAWS COMMISSIONER